

CHILD NUTRITION AND FOOD DISTRIBUTION DIVISION MANAGEMENT BULLETIN

No.: 98-804

TO:	All Public and Private Schools Participating in the National School Lunch and Breakfast Programs County Superintendents of Schools Diocesan Superintendents of Schools	ISSUE DATE: April 1998
FROM:	Nutrition Standards Unit	
ATTENTION:	Food Service Directors	
SUBJECT:	Meal Pattern Accountability	
REFERENCE:	7 CFR 210.10 (a)(3)	

This Management Bulletin redefines requirements for meal accountability and reimbursement. It supersedes Policy Memorandum 86-104 issued April 1986.

Federal regulations for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) require that each reimbursable meal meet the nutrition standards established under the School Meals Initiative (SMI) for Healthy Children. **Menu production records must be maintained to demonstrate that the required number of food components and food items or menu items are offered on a given day.**

Menu production records are to include sufficient information to evaluate the menu's contribution to the established nutrition standards including nutrient and calorie levels for the appropriate age or grade group. The nutrition standards for reimbursable meals require that schools participating in the NSLP and the SBP provide nutritious and well-balanced meals to children.

In order to document that meals claimed for reimbursement meet the NSLP and SBP requirements, the following information must be maintained on file and available during all reviews:

1. Date and site: The date and site must be listed.
2. Listed menu: The menu must show that all components of the reimbursable meal are present.
3. Size of planned and served portions:
Planned - Note the planned portion sizes and the contributions to the meal pattern (for planned portion size) for appropriate age group.
Served - Note the actual number of student portions served (include adults).
4. Food used to meet requirements: Each food item must be identified by type and form.
5. Quantity of food used: The quantity of each food item used must be recorded in common units of measurement; for example, number, size, and weight or volume traceable to itemized receipts.

6. Number of leftovers, a la carte, and adult portions: All leftovers, regardless of their disposition, must be recorded. California Uniform Retail Food Facilities Law (CURFFL) must be observed in handling leftovers.
7. Extra foods: All condiments, sauces, and/or accompaniments not contributing to the meal pattern must be recorded.

When using standardized recipes, the menu production record needs to include *only* the following information:

1. Date and site
2. Menu item
3. Title or code number of the standardized recipe
4. Number of times the recipe was multiplied
5. Portion size
6. Total number of servings prepared
7. Contribution to the meal pattern (recommended under the food based menu planning options).
8. Substitutions, if applicable, and the date they were made. Also, under Nutrient Standard Menu Planning note if re-analysis must be done.

Transport records are needed if meals are prepared at one site and transported to another for service. For bulk meals a listing of bulk food items and quantities transported from one site to another is required. If meals or components are sent individually packaged from one site to another, a count of each item sent is needed. All transported meals or food items must be supported by menu production records at the site preparing the meals.

Reimbursement for meals may be jeopardized if menu production records are not accurately completed on a regular basis. Evaluation of these records standardly occurs during the Coordinated Review Effort and the SMI Reviews.

Sample forms are attached; however, their use is not mandated. Sponsors may choose to develop their own forms and have their field services representative review them for completeness and accuracy.

If you have any questions regarding menu production records, please call Cindy Schneider, Child Nutrition Consultant, Nutrition Standards Unit, at (916) 322-1566 or leave a message at the toll free number (800) 952-5609.

Duwayne Brooks, Director Child Nutrition and Food Distribution Division Assistant Superintendent of Public Instruction	Kathy B. Lewis Deputy Superintendent Child, Youth and Family Services Branch
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